

# Checklist for Consular Report of Birth Abroad (CRBA), and First-Time Passport

American Citizen Services  
U.S. Embassy, Khartoum

## IMPORTANT

1. We have provided this document to ensure you have all required documents for the interview. Missing, incomplete, or incorrectly completed documents will result in delays.
2. Please check below the appropriate box in front of each document that you bring with you.
3. The documents should be placed in the same order as the checklist with the original on top of the copy.
4. All applicants **MUST** appear in person for the appointment.
5. If you have any questions regarding the required documents, you may find detailed instructions at <https://sd.usembassy.gov/u-s-citizen-services/child-family-matters/birth/>

**Read this checklist very carefully and please ensure that you collect all documents as you follow the instructions.**

## Prepare for your child's CRBA application:

- ☐ **Unsigned, completed Application for Consular Report of Birth Abroad Form DS 2029**
  - **Page 1:** complete all details
  - **Page 2:** the U.S. citizen parent(s) must list the dates he/she were physically present in the United States. If you traveled abroad, you must **EXCLUDE** the dates abroad.
  - **Page 3:** complete section B if child is born out of wedlock
  - **Page 4:** Do **NOT** sign the form!
- ☐ **Child's Birth Certificate**
  - Original required? **YES**
  - ☐ Translation required? **YES**
- ☐ **Evidence of parent(s) U.S. citizenship**
  - Provide identity evidence of U.S. citizen parent(s) (e.g. U.S. passport, Certificate of Naturalization) **before** the child was born. If the U.S. citizen parent is not present, submit a certified true copy.
- ☐ **Passport/Identification document for non-U.S. citizen parent**
  - Bring his/her passport; or

- Two other forms of photo identification, such as Driver's License or National ID card. Please bring the original ID.
- ☐ **Parents' marriage certificate**
- Original required? **YES**
  - Translation required? **YES**
- ☐ **Divorce and Annulment Decrees/Death Certificates, if applicable**
- Original(s) required? **YES**
  - Translation required? **YES**
- ☐ **Evidence of physical presence in the United States/residence**
- **If only one parent is a U.S. citizen**, the U.S. citizen parent must bring proof of living in the United States **at least five years (two of which are after the age of 14) before the child's birth**. Documents that may establish your physical presence in the U.S. include but are not limited to:
    1. Current and/or old passports (or certified/notarized copies of ALL the pages of the passports), to show entry/exit stamps
    2. Transcripts from U.S. based primary, high school and/or university
    3. Income tax returns with W2 or 1099 forms
    4. Military Statement of Service or DD-214 Separation Statement (military members only)
    5. Social Security earning history
    6. Medical records (vaccinations, doctor visits, etc.)
    7. Work pay stub receipts
  - **If both parents are U.S. citizens**, one of the parents must have had a residence in the U.S. or its outlying possessions.
- ☐ **Non-Refundable Consular Report of Birth Abroad Application Fee**
- **Fee:** \$100
  - **Currency:** United States Dollars only
  - **Method of payment:** Cash only
  - **Time of payment:** At the time you appear at the Embassy

❑ **Non-Refundable Passport Application Fee**

- **Fee:** \$135 (child under 16 years old); \$165 (those 16 years old and over)
- **Currency:** United States Dollars only
- **Method of payment:** Cash only
- **Time of payment:** At the time you appear at the Embassy

**If you would also like to apply for a passport, please submit these additional items:**

**1- Application for a U.S. Passport (DS-11) - Complete but do not sign!**

For children under the age of 16 both parents/legal guardians are required to come in person. You must complete the form electronically and print it out. Please review the information on First Passport Applications (for children under the age of 16) on the website found at <https://travel.state.gov/content/passports/en/passports/forms.html>.

- Download and print Form **DS-11** at: <https://eforms.state.gov/Forms/ds11.pdf>

**2- Statement of Consent (DS-3053)**

This document is required for passport applications for children under the age of 16 *if only one parent is appearing for the interview*. The absent parent must sign the **DS-3053** and get it notarized by a U.S. commissioned notary. A photocopy of the absent parent's current photo ID (or passport) must be attached to the notarized document. The document is valid for 90 days after the date of signature. If only a legal guardian will accompany the child, a DS-3053 from both parents is required.

- Download and print Form **DS-3053** at: <https://eforms.state.gov/Forms/ds3053.pdf>

**REMINDER**

The U.S. Embassy in Khartoum can only issue a CRBA for a child born within its consular district. However, we may accept CRBA applications for children born outside Sudan and forward it to the appropriate Embassy or Consulate for processing. For such cases, Embassy Khartoum will be unable to determine the processing time, as it subject to the receiving Embassy or Consulate workload and process. If you applied at the U.S. Embassy in Khartoum and would like to check the status of the submitted application(s), you will need to contact the Embassy or Consulate where your child's application(s) will be adjudicated.

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required documentation, we will suspend processing of the application and you may be required to schedule another appointment.

You may be asked to provide additional documentation at the time of your interview. By regulation the case will be closed after 90 days from the date you applied. If you are unable to provide any further proof of physical presence, or submit any addition required information the case will be closed, and a letter of refusal will be issued for your child.